How to Run a Student’s Degree Audit Report

UMass Boston uses a degree audit system, called UAchieve, which allows you to do the following:

- Run a degree audit report based on the student’s current major
- Run a “what-if” report showing what the student would have to complete if he/she changed to another major
- View completed courses and transfer credits.

Although the degree audit system may be accessed within WISER, you must log into it separately using your campus email user ID and password.

Access the Degree Audit Sign-in Page

- Log into WISER Faculty Self Service
- From the Faculty Center, click the Advisor Center button at the top of the page.
- If the student whose degree audit you wish to run is one of your advisees:
  - Locate the student in the list of advisees and click the Student Center link at the far right of that student’s row.
- If the student is not one of your listed advisees:
  - Click the View Data for Other Students button below the list
  - Enter the ID or Last Name and First Name of the student and click Search to display that student’s data
- Click on the Quick Links dropdown menu (under Academics) and select Degree Progress Link.
- Click on the Go button.
- The Degree Progress Tools sign In page will open.

Welcome to UMASS BOSTON DEGREE PROGRESS TOOLS

Login

- Enter your campus email user ID (firstname.lastname only) and password.
- Click Login.
- The home page will open.
Search for the Student

- Click on the Student Search page appears.
  - Enter the Student Number (8 digits only) and click Continue
  - Or
  - Enter the student’s first name and last name and click Search.
    1. A note about the search function: the search will return every name that contains any portion of the search values. For example, a search on L Brown will return all last names containing “Brown,” including hyphenated last names, with all first names containing “L,” such as Silas.
    2. The student’s unique name and ID number or a list of possible matches will appear.
- Click the Select button corresponding to the student.
- The Request Degree Audit Report page will appear.
Note: You may return to this page by clicking on the **New Audit** button at the top right corner of an audit report or on the Completed Degree Audits page.

**Important: Always run a new audit!**

**Select the Type of Audit**
You may run a report based on the student’s current major, the default option, or you may select a different major and run a “what if” report that shows what requirements the student will have to meet if he/she switches to that major.

**Run Current Program**
This option is automatically selected. The student’s current degree program will be displayed.

Under **Options**:
- The *Include in Progress Courses* checkbox must remain checked.
- It is recommended that you leave the *List All* as Default.
- It is recommended that you leave the *What If Courses* as Default.
- It is recommended that you leave the *Run Type* as S - Course Sort.
- In the *Format* dropdown, select **PDF**.
Click the bottom left of the page

Run a “What-If” Audit

Once you have selected a primary major and a catalog year, you are free to add a concentration or track (depending on whether or not there is one associated with that major), additional majors, or minors. If there is no track or concentration associated with the major, the option to add a concentration or track will not be available. Adding a concentration, track, additional majors or minors is optional. All that is needed to run a “what-if” audit is to select a primary major and catalog year.

Click Run Selected Program. Select a Primary Major. Select the Catalog Year on which the degree requirements should be based. Buttons will appear allowing you to add a Concentration, an Additional Major and/or a Minor.

To add a concentration, click the Concentration button. Dropdown menus will appear to the right. The catalog year will automatically default to the primary catalog year you have already selected, but you can select a different catalog year if necessary. Select a concentration from the dropdown menu. Your choices will appear on the left, under the primary major and catalog year.

To delete a concentration, press the red X next to the concentration.
Adding an additional major follows the same process.

If the additional major has available concentrations or tracks, you can add them as well to the associated major, as the example below shows.

Notice that the Add Concentration button for the Additional Major is separate from the primary major. Be sure that you click in the correct location.

Adding a concentration to the additional major or adding a minor follows the same process.
Once you are satisfied with the configuration of your “what-if” audit, you can proceed to run the audit.

Make sure the correct options are selected (see above).

Click the Run Audit button in the lower left corner of the page.

View the Audit Report
The Completed Degree Audits page will open displaying the new audit and any previously run audits, identified by type, date and time.

Click the View Audit link to display your new audit.

The degree audit report will open in either interactive HTML format (shown below) or PDF, depending on the option you selected.

Report Features

Student Information
The top section of the report shows the major and catalog year on which the audit report is based.

Categories
The top left section of the report will contain a pie chart showing the credit hours the student has completed, is currently taking, and needs to complete.
Point your mouse to each section of the pie chart to display the number of credit hours in each category.

The student’s GPA will be displayed.

The graphs on the top right show the credit hours and GPA by type of requirement.

Click **Open all Sections** at the top left.

Point your mouse to the Information icon for an explanation of how to interpret the audit results.

Scroll to the bottom of the report to see the Legend.

Print the Report
Click on the **Printer Friendly** link at the top right of the report. A new window will open.

Click on the **File** menu of your web browser and then click on **Print**. Select your printer as you normally would.

**View the Student’s Course History**
Click on the **Course History** tab, located just below the charts at the top of the audit report page.

**View Transfer Credits**
Click the **Transfer Evaluations** tab at the top of the audit report to display details of courses transferred to UMass Boston from other institutions.

**Change Student**
To run a degree audit for another student, point your mouse to **Students** in the blue bar at the top of each page, then click on **Search**.

You will be returned to the Student Search page.

**Log Out**
Point your mouse to the **far right side of the blue bar** at the top of each page, then click on **Logout**.

Remember to sign out of WISER.